

SMALL BUSINESS OFFICE (DSCR-DU)

MISSION:

Acts as the principal advisor and assistant to the Commander in directing and implementing the DLA Small Business Program including DOD Small Business and Small and Disadvantaged Business Utilization Programs (SBSDBUP) and related economic development programs as directed. Responsible for DSCR's competition goals and initiatives and efforts to achieve such goals.

FUNCTIONS:

1. Develops outreach programs to identify small and disadvantaged business firms that have the potential for selling their goods and services to DOD/federal buying activities. Encourages these firms to participate in expanding the DOD industrial base, and assists them in developing a marketing capability to effectively compete for DOD contracting requirements.
2. Develops, coordinates, sponsors, and participates in federal, state, and local government and industry-sponsored conferences, trade fairs, and economic assistance events in support of outreach programs.
3. Assists and counsels small and disadvantaged business firms in acquiring information and in resolving problems encountered in bidding or performing on DOD contracts.
4. Reviews pending procurement actions for breakout and set-aside opportunities for increasing small business participation and competition for DOD requirements.
5. Establishes and maintains liaison with federal, state, and local government activities, and the industrial community to promote the use of all available resources to strengthen programs.
6. Provides technical assistance and training to activity personnel, and to state/local government and nongovernment entities in support of their economic development activities.
7. Develops and distributes an annual command management plan to identify and promote initiatives to be taken to accomplish objectives of the DLA Small Business Program.
8. Develops and implements programs for support of sheltered workshops affiliated with National Industries for the Blind (NIB), and National Industries for the Severely Handicapped (NISH).
9. Establishes program goals and evaluates activity performance in achieving goals for the award of prime contracts to firms in the program.
10. Reviews and participates in negotiations of DOD prime contractor-proposed subcontracting plans for award of subcontracts to small and disadvantaged business firms.
11. Maintains Business Opportunity Center. Posts solicitations, abstracts, and other contract information. Assists contractors in obtaining information.
12. Establishes and coordinates competition initiatives for selected items and commodities for the office as well as other offices.

13. Conducts market research and analysis to develop or locate new sources for obtaining supplies of the required quality.
14. Identifies procedural forces which hinder competitive contracting and makes appropriate recommendations for correction.
15. Reviews sole-source justifications and single-bid memoranda to ensure adequate consideration has been tendered for each proposed noncompetitive procurement and appropriate action is initiated for future competition screening.
16. Identifies items with potential for performance specifications and makes appropriate recommendations for revision of specifications.
17. Coordinates unsolicited proposals with other functional elements.
18. Reviews DD Forms 350, Individual Contracting Action Report, for potential items needing competitive emphasis.
19. Monitors and publicizes employee incentive programs for increasing competition.